



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SUPERVISING OIL & GAS ENGINEER

Open Non-promotional Examination

FINAL FILING DATE

November 17, 2009, Applications (Form 678) must be **POSTMARKED** no later than the final filing date. **Please note that only applications with a revision date of 12/2006 will be accepted.** All other applications will be returned. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

HOW TO APPLY

Applications are available and may be filed in person or by mail with:

**Department of Conservation
Human Resources Office
801 K Street, MS 22-13
Sacramento, CA 95814**

DO NOT submit applications to the State Personnel Board.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

EXAMINATION DATES

Qualification Appraisal: It is anticipated that interviews will be held in Sacramento during December 2009.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

EXAMINATION INFORMATION

The examination will consist of a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%

SALARY RANGE

\$9,339-11,354

ELIGIBLE LIST INFORMATION

An open eligibility list will be established for the Department of Conservation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below and by the final file date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

EDUCATION

Equivalent to graduation from college with major work in petroleum engineering, geology, or a closely related field. (Registration as a senior in a recognized college will admit applicants to the examination, but they must produce evidence of graduation before they can be appointed.)

Possession of valid California driver's license. (Applicants who do not possess the license will be admitted into the examination, but must secure the license prior to appointment); **and**

Either I

Two years of experience in the California state service performing the duties of a Senior Oil and Gas Engineer (Specialist) or Senior Oil and Gas Engineer (Supervisor).

Or II

Broad and extensive (more than five years) experience as a professional engineer or geologist in oil, gas, or geothermal resource exploration, production, or development work, at least two years of which shall have been in a supervisory capacity. (A graduate degree in petroleum engineering, geology, or a closely related field of engineering may be substituted for two years of the nonsupervisory experience.)

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Possession of a valid certificate of registration as a professional engineer or geologist issued by a California State Board of registration is preferred for appointment as a Senior Oil and Gas Engineer (Supervisor), (Specialist), or above in the California Division of Oil, Gas, and Geothermal Resources.

THE POSITION

Incumbents have charge of the activities of a large oil and gas district and may coordinate activities for several districts; or direct more than one technical or administrative program of major importance within the division; represent the division at administrative and legislative hearings and meetings; supervise the preparation of technical directives for major program or field operations; prepare material for administrative hearings and assist in the preparation of legal actions; and review technical articles for publication.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF

1. Principles, methods, equipment, and terminology of petroleum engineering and geology.
2. Methods and equipment used in drilling, maintaining, and operating oil, gas, and geothermal wells.
3. California laws and regulations concerning the drilling, maintenance, operations, and abandonment of oil, gas, and geothermal wells.
4. Well operations.
5. Principles of effective supervision and safety practices.
6. The organization, policies, and objectives of the division and its operating units.
7. Advanced engineering technologies and trends in hydrocarbon or geothermal resources management problems in California.
8. Principles of research, design, and analytical techniques used in hydrocarbon and geothermal resources studies.
9. Principles of electronic data processing.
10. Principles of program planning and evaluation.
11. Social and economic aspects of hydrocarbon or geothermal resources development.
12. Principles of environmental planning and impact assessment.
13. Principles, practices, and trends in public policy development and evaluation.
14. Formal and informal aspects of the legislative and administrative regulation processes.
15. Federal, State, and local government, and private agencies involved in hydrocarbon or geothermal resource development and regulation.
16. Recent research projects and literature on hydrocarbon or geothermal resources.
17. Principles of effective communication.
18. Reservoir engineering.
19. Resource Assessment.
20. Exploration and development technology.
21. Subsurface geology.
22. Analysis and evaluation of regulatory requirements.
23. Resource price control.
24. Resource information systems.
25. Environmental assessments.
26. Public resource management policy development and evaluation.
27. Intergovernmental resource management.
28. Special government task forces.
29. Safety and legality of proposed operations.
30. Methods of monitoring production.
31. Injection and development including estimation of reserves.

**KNOWLEDGE OF
(continued)**

32. Efficiency of production operations.
33. Oil, gas, and geothermal reservoir characteristics and behavior.
34. Safety and legality of proposed operations.
35. Methods in monitoring production and development, including estimation of reserves and efficiency of production operations.
36. Principles and techniques of personnel management, labor relations, and supervision.
37. The organization's affirmative action objectives and a manager's role in meeting those objectives.
38. Oil, gas, geothermal reservoir characteristics and behavior.
39. Principles of fiscal management, budgeting, and other administrative functions.
40. Organization and objectives of the Division of Oil, Gas, and Geothermal Resources and of other conservation and regulatory agencies in the resources field.
41. Administrative hearing procedures and case preparation for processing legal actions.

ABILITY TO

1. Reason logically and creatively in solving complicated hydrocarbon or geothermal resources problems.
2. Interpret and analyze scientific and engineering data.
3. Perceive impacts of findings and present ideas and information effectively.
4. Develop and utilize a variety of analytical and technological research techniques to resolve complex resource management and conservation problems.
5. Develop and evaluate alternatives and make recommendations.
6. Consult with and advise management, staff, and high-level government and industry personnel on hydrocarbon or geothermal issues, problems, and needs.
7. Gain and maintain the confidence and cooperation of others.
8. Represent the division before the Legislature and professional groups, at hearings, and at meetings with government and private agencies.
9. Analyze situations accurately and take effective action.
10. Act as a team or conference leader.
11. Utilize interdisciplinary teams in the conduct of studies and projects and establish and maintain project priorities.
12. Perform difficult and specialized engineering work of the division which requires the exercise of analytical skill, creativity, and critical judgment.
13. Utilize technical expertise to provide consultative services and advice on the feasibility, impact, or potential of a variety of operations, projects, or proposals.
14. Advise top management, staff, legislative bodies, governmental entities at all levels, and industry representatives on hydrocarbon or geothermal resources or resource management programs.
15. Effectively plan, organize, direct, coordinate, and evaluate the work of others.
16. Motivate and supervise technical and professional engineers.
17. Apply the laws regulating oil, gas, and geothermal operations to specific proposals and form valid conclusions regarding safety and adequacy of operations;
18. Prepare technical directives and administrative orders to assist in proper oil field operation and good conservation policies and practices.
19. Act as a team or conference leader.
20. Utilize interdisciplinary teams in the conduct of studies and projects.
21. Establish and maintain project priorities.
22. Prepare, review, and edit written reports and proposals.
23. Effectively contribute to meeting the organization's Affirmative Action objectives.
24. Coordinate the activities and develop uniform policies and procedures of the Division of Oil, Gas and Geothermal Resources or for a statewide division program.

CAREER CREDITS

Will not be granted for this examination.

**VETERANS PREFERENCE
CREDITS**

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

**TRAVEL
ACCOMMODATIONS**

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation (i.e., transportation, lodging, parking, etc.).

**SUPERVISING OIL AND
GAS ENGINEER
HU90/3777/9CM08**

FINAL FILING DATE: November 17, 2009

GENERAL INFORMATION: It is the candidate's responsibility to contact the Department of Conservation in Sacramento at (916) 322-7685 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, www.spb.ca.gov, local office of the Employment Development Department and the Department noted on the front. Only applications with a revision date of 12/2006 will be accepted in the examination. All other applications will be returned.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of dates, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include considerations of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application, which is available from the State Personnel Board Offices or written test proctors.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
Sacramento TDD: (916) 324-2555